

# MADISON COUNTY LIBRARY

## Board of Trustees

Minutes – January 10, 2008

(4/10/08 -  
approved w/ noted  
connections)

The Board of Trustees of the Madison County Library met Thursday, January 10, 2008 from 4:30 – 6:00 pm in the Conference Center in the Library. Those present were Gerald Ingram, Ms. Katherine Ames, Mike Moak, Jackie Griffeth, George Nale, Suzie DeGrasse, Margie Richards, and Fern Coutant. Those absent were Dena Chandler, Otelyer Bird and Ramona Booth and ~~prospective member~~ Donna Brumby. The latter is the new local resource person who works with the homebound program, which replaces the bookmobile. With the presence of a quorum Chairman, Gerald Ingram called the meeting to order. Minutes of the last meeting of October 11, 2007 were read with one correction. The word 'agreement' should read 'meeting' under the topic of Reports.

Chairman Gerald Ingram-announced he would be leaving the Board as he has served ten years and has assumed new responsibilities in his church, but is willing to attend or help out the Board in any way. He was praised and acknowledged for his years of service and good works. The new officers will be Chairman – George Nale, Vice Chairman – Mike Moak, and Secretary- Fern Coutant.

### Branch Manager-Librarian's Report-Suzie DeGrasse

-general circulation is down but programs for youth and computers are up. Examples of such programs are movie night, and board games with snacks. 'Pine <sup>PINES</sup> ~~Tree~~' calculated totals are often lower than ours.

-1,252 children attended the vacation reading program "Reading Takes You Everywhere"

-in this quarter the library has hosted or presented 69 classes and programs.

-two new people are helping and working in the library on a part time basis-Justin, a high school volunteer through the Community based Vocational Instruction Program and Eva Johnson who is employed through the Council on Agings' Title V Senior Employment Program.

-Suzie is working on a grant from Jackson EMC (Operation Round Up), which targets young people. The monies will be used for library materials.

-Suzie has completed an additional class from the University of South Carolina with a 4.0 GPA.

### Regional Director/Consultants Report-Ms. Katherine Ames

-she encouraged all Board members to promote SPLOST verbally which will be voted on Feb. 5, 2008. The Friends of the Library can advertise and promote the bill directly, but the Board members cannot at the risk of being fined.  
-if SPLOST passes, Madison County Library is due to get over one million dollars for additional building space or enlargement, but they must follow state library rules.

- in April Ms. Ames will bring a man to discuss the details of SPLOST
- Madison County Library has risen on the projects list from 30 some to 21.

Governor has vetoed seven projects which bumps us up on the list. She encouraged us to write to Senator Hudgens to promote its passage.

- our Madison County Library Reserve is ~~\$210.22~~; so we're 'in good shape', according to Ms. Ames.. *\$27,360.89*
- travel money has risen from 25.5 to 48.5 cents
- we'd love to have 70 cents per capita for books
- Legislative Day is February 14, 2008, Valentines Day. Ms. Ames encouraged all to attend and show support to our legislative people. Lunch is included and the registration fee of \$30.00 will be paid. Registrations must be in by Feb. 5, 2008.

#### Buildings and Grounds

- nothing new has been added to the existing maintenance program
- the contract for Melissa Dills and Vivian Dorsey, cleaning people, has expired. They have not been paid up to date, but state monies should be coming in at the end of January. A new contract must be negotiated with Sandra Webb concerning inmate help.
- Angels of the Earth still have their contract to cut the grass on a part time basis.
- discussion of inmate labor with Morris Fortson has not been possible, but Gerald will attempt again.

#### Finance

- salary increases will be retroactive through January which will probably be 4%.

#### Special Projects

- Mike Moak and wife sold books again at the Fall Festival in Danielsville and earned \$386.11 for the library. Next Festival will be in May entitled 'Grassroots To Advocacy'.
- A new position will soon be open for Tuesday and Thursday nights employment. Due to computer classes these two nights are very busy. A committee of three, Margie, Jackie, and Fern will make the decision when the time comes. February 29, 2008 (Leap Year) will be the dead line for turning in applications. Margie will place an advertisement in the Journal for that position.
- The possibility of Sara's retirement next summer was mentioned.

Meeting was adjourned at 6:00pm.

*Fern E. Cautant - Sec.*

MADISON COUNTY LIBRARY  
Board of Trustees Minutes  
April 10, 2008

accepted w/  
corrections

7/10/08

The Board of Trustees of the Madison County Library met in the Conference Room of the Library on Thursday, April 10, 2008 at 4:30 p.m. Those present were Ms. Catherine Ames, George Nale, Otelyer Byrd, Donna Brumby, Jackie Griffith, Mike Moak, Ramona Booth, Margie Richards, Suzie DeGrasse and Fern Coutant. Absent was Dena Chandler. Discussion was held on how many meetings could be missed before being dismissed from the Board and what the definitions of "excused and unexcused absences" are. Dena has missed five meetings. With a quorum being present, President George Nale called the meeting to order. Minutes of the last meeting were reviewed silently and three corrections were made. 1) Donna Brumby is not a 'prospective' member, but rather a 'regular' or 'active' member. 2) The 'Pines' system is one word, not 'Pine Tree' as recorded. 3) The Madison County Reserve is \$27,360.89, not \$210.22 as written, according to Suzy.

Ms. Ames reported that Madison County has moved up nine slots in the state funding allocations and we need to get serious about our building project, who our community representatives will be, and learning about the state rules and regulations. For example, an approved architect must be hired and input from non library users should be solicited. George will talk to the commissioners. Our SPLOST allocation of \$750<sup>0</sup>.00 was approved, but not yet received.

Ms. Ames also mentioned that an increase to fifty cents per mile from forty-eight and one half cents per mile is proposed. An increase in wages for our librarians is needed in order for us to keep pace with other libraries; but otherwise our library is doing well financially.

The Landscape Committee of Ramona and George reported seeing the landscapers weeding; mulching and pruning are done in spring and fall.

Suzie mentioned that next week is Library Week, as announced by our first lady, Mrs. Laura Bush. Our own, Terry Kay, will speak at St. Simon's Island during this week and all are encouraged to attend, if possible. The Bucks for Books Program did not pass the Legislature, nor did the Governor sign it, so no monies are forthcoming in that regard.

On April 25, 2008 Suzie will receive instruction regarding a 'new toy' for our Library; that is, a piece of equipment where audios can be downloaded at home quickly and easily. A greater variety of CD's from twenty consortiums will be available and we should have access to over four hundred titles.

Suzie also reported that there is a waiting list for computer usage and we now have wireless for laptop computers. The Friends of the Library have paid for 537 new children's novels, which have had good circulation.

Suzie had a visual display of the two summer programs coming up - one for kids and one for teens that will run simultaneously. All handouts and materials are free to enrollees. The Friends of the Library gave the Athens Regional Library \$600.00; they will have three summer programs this year-kids, inbetweens and

teens. The Friends of the Library also donated \$1000.00 to Madison County Library for 82 young adult books. She mentioned the addition of one new part time employee, Alicia McMinn who will work Tuesday and Thursday evenings, but no more than seventeen hours per week. The Spring Book Sale netted \$4200.70, which is comparatively very good. On April 27, Don Mosley from Jubilee Partners, will speak to the FOL general meeting. Suzie has composed a list of activities done, and goals accomplished for the Library, by the FOL; it is posted for all to see. Suzie is taking additional classes via the internet, and hopes to finished her Masters Degree in 2010. Cleaning ladies will continue to work on Thursday and Mondays as that schedule is working out well; they need a new contract. Probationers are not allowed to work at the Library, according to their probation officer. Mike Moak will again have a 'book table' at the Corner Fair. *Hull*

Financially, several obscure bequeaths and beneficiaries were mentioned such as Nancy Tucker, Tammy Rider's cousin's estate, Mary Hutchinson, etc. Ms. Ames will investigate each more thoroughly as some should be given plaques. It was decided to wait for a new architectural drawing to decide the best place for the 'brick wall'. It is believed that Gerald Ingram has the architectural drawings from the original building project.

Fern brought up Rotary's Literacy Project going on now in conjunction with the Ferest Foundation. It gives a free book each month to each child born in Madison County up to the age of five; its goal is to promote and improve the literacy and reading skills of all children in Madison County. It is a National Program and widely adopted by many states.

Due to ~~Jackie Griffith's resignation, because of her husband's illness,~~ *did not resign* Dena Chandler's absence, and Gerald Ingrams's resignation, three new positions on the Board need to be filled. New members should represent all areas of the county. One new member needs to be selected on the Regional Board due to the resignation of Fern Coutant after serving for six years.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

*Fern E. Coutant*  
Fern Coutant, Sec.

approved w/ noted changes  
1/8/2009

Madison County Library  
**BOARD OF TRUSTEES BOARD MEETING**  
**October 8, 2008**

The Board of Trustees of the Madison County Library met Thursday, October 8, 2008 in the Conference Room in the Madison County Library with nine members present. Those present were Ms. Katherine Ames, President George Nale, Secretary Fern Coutant, Treasurer Jackie Griffith, Dena Chandler, Donna Brumby, Otelyer Byrd, Ramona Booth, and Suzy DeGrasse. The minutes were read silently and corrected. First, the SPLOST allocation was \$750,000 not \$750.00. Secondly, the prospective building addition would be a basement, not a second story. Thirdly, Ramona mentioned needing another person on this committee. Ramona moved the minutes be approved with corrections, and Dena seconded it. Mrs. Karen Harrison, a retired teacher has turned in an application for membership on the Board. She has worked with the Book Mobile, been a mentor, and other library related jobs previously. Her board membership now goes before the commission.

George reported that the library was the beneficiary of a \$10,000 gift by Janie Sue McKenzie's estate. It has been sent to Athens and placed in a short term CD. He also mentioned that with our approval he will close the Safety Deposit Box in the bank that only has one item in it, that is a \$20,000 CD. With interest it has now increased to \$21,2131.79. He has both keys in his possession and will look for a bank with the highest rate of interest. The library has also been receiving gifts from the friends and family of Marci Davis, a local school media specialist and long time friend of the library, and Justin Manglitz, to purchase graphic novels. We have received \$125.00 so far. Their wedding is in November and many of the staff of the library will be attending.

Suzie mentioned that when the economy goes down, the library usage goes up. All ages of people, from kids to grandparents, use the 17 computers; all of which are filtered and available for usage for one hour at a time. She mentioned the teenagers that come in are wonderful and very respectful of the rules on the computers.

Over seventy friends attended the retirement reception given for Sara Carter. The Friends of the Library will present her with a certificate and a book placed in her honor. Because she loves jigsaw puzzles, a three thousand piece, four feet by three feet in size, was ordered for her to be presented later.

A new staff member, Suzanne Prchal, took over the sixteen hours opened by Jennifer Ivey's promotion to the full time position vacated by Sara Carter. <sup>Jennifer</sup> She is presently taking an on line course to bring her up to date; on line courses are paid for by the State Library.

When in New York, Suzy visited several different libraries, and brought back several good ideas for our library.



She reported that with the various heavy rains we've had there is leaking in the maintenance room. Allen Lapczynski, caretaker of county buildings, will be notified. She has undertaken some smaller jobs herself such as changing filters, etc., as he is extremely busy and it takes a long time to get work accomplished.

Discussion was held about the parking when the Recreation Department has their ball games. Patrons often fill up our library parking slots. Dena suggested we advise them to park at the Senior Citizen Building, as they are closed in the evenings. Suzie suggested an orange traffic cone with a sign "Library Patrons Only".

Ms. Ames mentioned that in two years we'll be high enough on the list for building projects, and then parking shouldn't be a problem. Seventy five percent of our calendar year is over. With our country's existing financial problems, there will be more cut backs. The first cut is from 57cents down to 35 cents; the Talking Book Program has been cut 17%, and retired teachers 'may', not 'automatically' get their three percent raise. Ramona made a motion that substitutes receive \$8.00 per hour not \$8.50. Jackie seconded it.

Jennifer Ivey, Alisa Claytor, Suzanne Prchal and Suzie DeGrasse all attended a Staff Development Day in Athens where they learned about WebJunction which offers a multitude of online classes, Reader's Advisory, Managing Stress, when to call 911, and more. Jennifer, Alisa and Suzie performed a humorous skit based on actual unusual reference questions fielded by the staff.

Due to gas price increases the courier system or System Service Account, which takes care of the homebound patrons and deliveries, will have some cut backs or be stopped completely. At present, they make 61 deliveries, 956 books or magazines, 87 referring questions, and 110 deliveries to our library. The cost is about \$27.00 per stop, usually three times per week.

Ms. Ames asked for prospective names for the Regional Board due to the resignation of Fern Coutant. Ramona Booth will be the new member beginning in November.

Dena mentioned that the Oct. book sale netted \$2961.35. She mentioned that all the old National Geographic magazines and vintage books were sold. The old historic church is now cleaned out of library materials.

It was noted that too many magazines were lying on the floor in the hall area near the entrance, giving that area a musty odor. It was suggested that the trustees help move them, and thus receive three books each for their service.

Ramona made a motion to accept the proposed budget with the exception of giving the new employees \$8.00 per hour, not \$8.50. Jackie seconded the motion.

Morris Fortson has received the first SPLOST payment and it is awaiting us, according to Ms. Ames.

She also mentioned that the <sup>Regional System</sup> county might need an official audit which would be in the realm of \$40,000 to \$50,000. Under certain conditions, it could be reduced considerably.

George asked for the next year's slate of officers: Pres. Mike Moak, Sec. Fern Coutant, Treasurer Jackie Griffith. A question arose as to the need of a Vice President. Ramona Booth accepted that position.

With resignation, Dena Chandler resigned from the board.

The next scheduled meeting is January 8, 2009. The meeting was adjourned at 6:00pm.

Respectfully submitted,



Fern Coutant, Sec.